



VACANCY ANNOUNCEMENT

April 8, 2014

Law Clerk

The Kansas Secretary of State's office is hiring a Law Clerk to serve in our legal department. This is a paid, temporary, non-benefits eligible position to last approximately 3 months during the summer of 2014. The successful candidate will be able to commit to working 40/hrs per week most weeks during this time period. This internship may be extended through the school year.

WORK EXAMPLES

This position will primarily be responsible for: 1) performing legal research, 2) drafting legal memoranda, and 3) assisting the Deputy Assistant Secretary of State, Legal Counsel and Staff Attorneys.

Typical duties include conducting legal research and the preparation of and/or assistance with the preparation of legal documents including briefs, memoranda, and statements of issues. Clerks will assist in the review of trademark applications, mergers, and other business entity filings. Clerks may be asked to monitor legislative committee hearings with the expectation of providing a summary of proceedings. Clerks may also be required to review and respond to constituent correspondence covering a wide variety of subject matters.

JOB REQUIREMENTS

- Enrolled in an accredited college or university law school program
- Strong research, writing, and communication skills
- Excellent interpersonal skills including the ability to work in an office environment while maintaining a high degree of professionalism by demonstrating respect for customers, co-workers and supervisors
- Proficiency in the use of general office equipment (computer, phone, fax, copier, etc.) including a working knowledge of Microsoft Office products

APPLICATION DEADLINE

Application materials must be received by **April 28, 2014**.

HOURS & SALARY

The Secretary of State's office is located in downtown Topeka and our hours of operation are Mon through Fri, 8:00 am to 5:00 pm. The starting salary for this position will be \$11.00/hr.

APPLICATION REQUIREMENTS

1. Secretary of State Employment Application http://www.sos.ks.gov/about/about_resources_job.asp
2. Kansas Tax Clearance Certificate <http://www.ksrevenue.org/taxclearance.html>
3. Resume Email to: hr@sos.ks.gov
4. Writing Sample Email to: hr@sos.ks.gov

EMPLOYMENT PHILOSOPHY

The goal of the Office of the Secretary of State is to hire the best available employee. The office does not discriminate on the basis of race, color, gender, sexual orientation, gender identity, religion, national origin, ancestry, age, military or veteran status or disability status in the employment and treatment of its employees or in the admission or access to its programs and activities. The Secretary of State's office is an equal opportunity employer.

CONTACT INFORMATION

For information regarding your application or the application process please contact Mike Brassel in our human resources department.

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